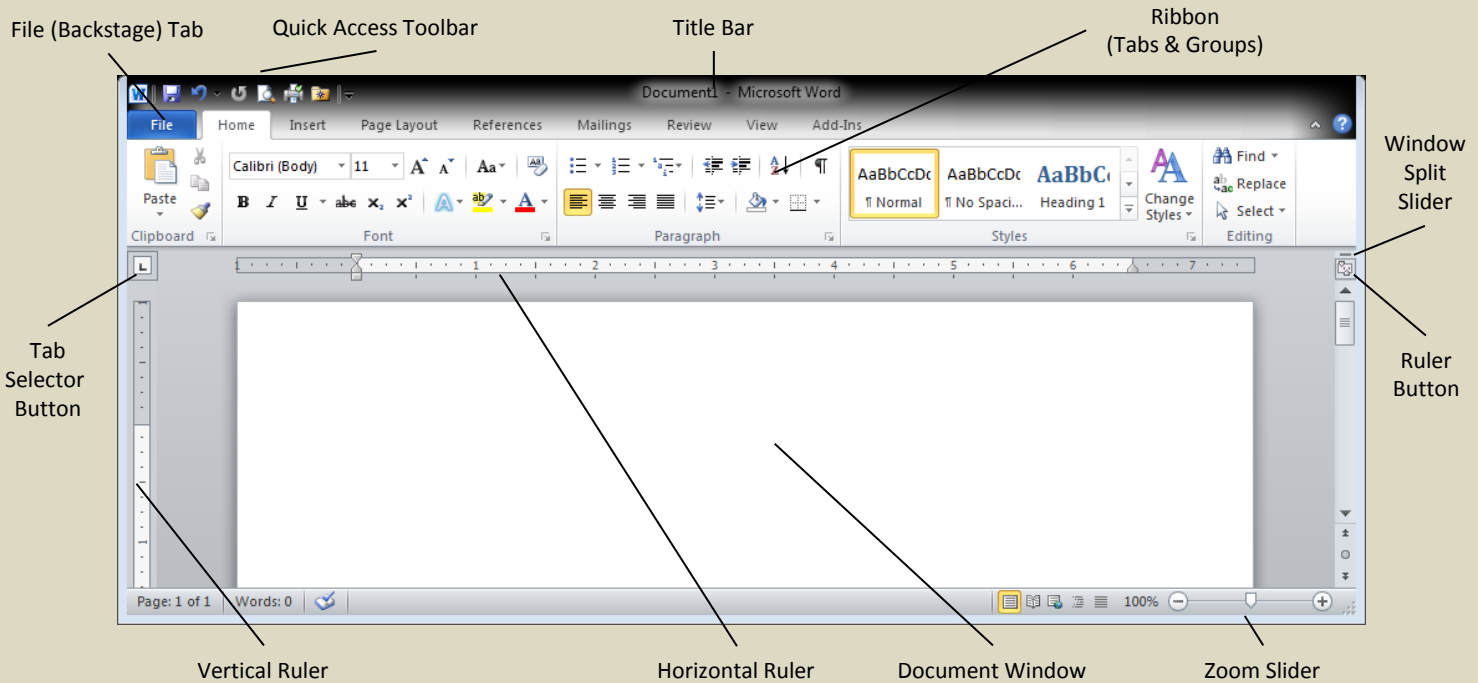
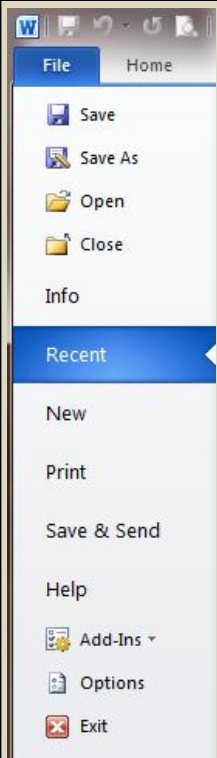


The Word 2010 Window



Backstage



Though it looks like another tab, the “Backstage” area is where you find the commands that act upon the whole document – not just some portion of the document.

For instance, the Saving, Printing, Security, Versioning, Collaboration, Information, and Workflow, commands all appear in the backstage area.

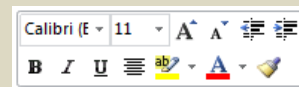
This is also where you will find the “Options” for the application itself. These options settings control how the application works, displays data – even how the Ribbon displays commands. Spend a few minutes familiarizing yourself with the available options.

Quick Access & Mini Toolbars



The Quick Access Toolbar works a little like the toolbars in the previous versions. It is always visible in the top left of the application window, and it provides quick access to the Save, Undo/Redo, Open, and Print functions as well as numerous other commands.

To edit the Quick Access Toolbar, click on the down arrow to the immediate right of the last button.



Like the Quick Access Toolbar, the Mini-Toolbar provides quick access to specific commands. For instance, the image above represents the appearance of the Mini-Toolbar when you have selected a word or words in MS-Word.

Shortcut Keys

General		Text Selection		Navigation	
Create New Doc	CTRL – N	Word	Double-click the word	Beginning of Line	Home
Open Doc	CTRL – O	Sentence	CTRL – click	End of Line	End
Save Doc	CTRL – S	Line	Click selection bar next to line	Beginning of Doc	CTRL - Home
Print Doc	CTRL – P	Paragraph	Triple-click	End of Doc	CTRL – End
Close Doc	CTRL – W	Everything	CTRL – A		
Help	F1				
Formatting		Editing			
Bold	CTRL – B	Cut	CTRL – X		
Italics	CTRL – I	Copy	CTRL – C		
Underline	CTRL – U	Paste	CTRL – V		
Left Align	CTRL – L	Undo	CTRL – Z		
Right Align	CTRL – R	Redo/Repeat	CTRL – Y		
Center	CTRL – E	Select All	CTRL - A		

Note on Pasting text: You may encounter unpredictable formatting problems when you attempt to paste text from another application (i.e. Internet Explorer) into your Word document. To help alleviate this problem, use the “Paste Special” feature and select “Unformatted Text.”

Page, Paragraph, and Text Formatting

- **Change Page Orientation:** Click the Page Layout tab on the Ribbon. Click the Orientation button.
- **Change Page Margins:** Click the Page Layout tab on the Ribbon. Click the Margins button.
- **Add a Hard (Manual) Page Break:** CTRL – Enter
- **Add a Section Break:** Click the Page Layout tab on the Ribbon. Click the Breaks button in the Page Setup group. Select the type of break you wish to insert.
- **Add Header/Footer:** Click the Insert tab on the Ribbon. Click the Header or Footer button.
- **Displaying the Ruler:** Click the Ruler Button
- **Set Tab Stops:** (*The default Tab Stops are every 0.5 inches.*) Select the Tab style you wish to use by clicking the Tab Selector button. Then click in the Ruler to add the tab. Once set, you click and drag the Tab Stop anywhere on the Ruler. Click and drag the Tab Stop off the Ruler to remove the Tab Stop.
- **Set Indents:** Click and drag the Indent markers in the Ruler to set the “First Line”, “Hanging”, and “Right” indent settings.
- **Change Paragraph Line Spacing:** Click the Line Spacing button in the Paragraph group on the Home tab.
- **Using the Format Painter:** Select the text with the formatting you wish to copy and click the Format Painter button. Then select the text you wish to apply the copied formatting to.
- **Move text with mouse:** Select the text you wish to move. Click and drag the selected text to the desired location.